



Athletic Field Use and Reservation Policy

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City of Burlington

Athletic Field Use & Reservation Policy

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City of Burlington Parks and Recreation Department
ATHLETIC FIELD USE AND RESERVATION POLICY

1. INTRODUCTION

- 1.1. Recognizing that the Burlington Parks and Recreation Department is a public entity with a mission to provide the public access to quality facilities and services, recreational use of the City's athletic fields will receive priority, in general. Recreational use shall be defined as programming which is open to all interested participants, not try-out based and is focused on fitness, health and fun.
- 1.2. The City of Burlington Parks and Recreation Department facilitates the scheduling of all City-owned outdoor athletic field venues in the community for organized public use. City owned athletic field venues are designed to meet a wide range of community recreation interests beyond organized athletic competition. In order to effectively and efficiently schedule these community assets to the greatest extent possible while balancing competing uses, priorities and insuring their long term sustainability, outdoor athletic use and reservation policies are necessary.
- 1.3. All organized outdoor athletic field usage on City-owned property will be scheduled through the City of Burlington. Organized outdoor athletic field usage will refer to all athletic field use that is arranged, monitored, and/or run by an organization or its representatives for purposes of athletic fitness, conditioning, training, practice or competition.
- 1.4. The Burlington Park Code (BMC 2.72.040) shall govern all use of City owned parks and facilities.
- 1.5. Parks and Recreation Department policy goals:
 - 1.5.1. Maximize the use of all park venues, while preserving park assets.
 - 1.5.2. Insure all user groups are given a chance to use parks and city athletic fields.
 - 1.5.3. Administer a system of prioritization for field allocation that is rational and transparent.
 - 1.5.4. Collect fees to help offset the cost of maintaining and scheduling city parks and athletic fields.
 - 1.5.5. Protect the rights of neighbors of city parks and athletic fields.
- 1.6. A Field Use Permit is required if one or more of the following circumstances applies:
(These are examples only. Other elements may cause the need for a Field Use Permit.)
 - 1.6.1. When use of an athletic field is by a league or organization, company or school, or is an organized social use (birthdays, parties, picnics, etc.), or is a community event or Special Event
 - 1.6.2. When a specific reserved time is desired
 - 1.6.3. When services by the City are sought
 - 1.6.4. When a gathering is large enough, either in attendance or in size (a group of approximately 20-25 people most often triggers the need for a Permit and/or one person or more want to consume a field for a unique activity or purpose)
 - 1.6.5. When hired services, such as entertainment, catering, live/band, music, etc. is an element of the use
 - 1.6.6. When gathering includes high risk activities
 - 1.6.7. When the gathering is for a business purpose, involves sales, advertising or admissions
 - 1.6.8. When the use requires permission to exceed park hours, noise levels, etc.
 - 1.6.9. When a gathering is beyond the scope of normal/intended use of a facility

2. GENERAL RULES/SCHEDULING

2.1. Hours of Operation

- 2.1.1. Hours of use for sports fields are 9:00 am – 10:00 pm; hours may vary based on specific season or event, or field/facility.
- 2.1.2. A minimum one-hour time period is required for reservation per field
- 2.1.3. Reservations on City Holidays are contingent upon staff availability, if required

2.2. Allocations and Scheduling

- 2.2.1. Fields are initially allocated during the **Biannual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- 2.2.2. Only an Authorized Agent listed on the Organizer's Athletic Field Reservation Application will be allowed to reserve fields for their affiliated organization.
- 2.2.3. Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If a conflict arises between two or more user groups who fall equally within the same classification, the Athletic Field User Group will attempt first to resolve the conflict. If no resolution is gained, city staff will resolve the scheduling conflict.
- 2.2.4. Tournaments or events that have been occurring on a specific date or weekend for two (2) consecutive years or more will be given priority; the Athletic Field Reservation Application must still be submitted in order to reserve date(s).
- 2.2.5. The City reserves the right to cancel any activity as deemed necessary for the safety of all participants and in the best interest of the park.
- 2.2.6. All single/incidental use, first-come, first-served field reservations and all field prep requests must be submitted and paid for at least one-week prior to the rental. If any additional services are needed they will be handled on a case-by-case basis.
- 2.2.7. Submittal of an application does not guarantee that the reservation request will be authorized.

2.3. Field Use Permits

- 2.3.1. Requested hours of use must include setup and cleanup time. Field users may not access field prior to the start time specified in their Field Use Permit, and the field must be vacated at the time specified in the Field Use Permit.
- 2.3.2. Field users must have a copy of their Field use Permit on hand during each use and must be prepared to present it to City staff on request; electronic versions are acceptable.
- 2.3.3. Permission for activities beyond the scope of normal field use (practices or games) must follow the City of Burlington Special Event Permit guidelines.
- 2.3.4. The City reserves the right, on a case by case basis, to add conditions or modifications to the Field Use Permit.
- 2.3.5. The Field Use Permit includes all approved dates and times. Not all requests can be granted. Organizers must check their permit carefully prior to scheduling games or practices.
- 2.3.6. **Reservations may not be transferred, assigned or sublet.**

2.4. Field Allocation Priority Classification

- 2.4.1. Field allocations for league and single/incidental field use will be established based on the following priority classifications:
- A. City sponsored or co-sponsored events and programs, including City recreational programs or leagues
 - B. Resident Recreation Youth Non-Profit
 - C. Resident Select Youth Non-Profit
 - D. Resident Adult Leagues
 - E. Non-Resident Leagues
 - F. Commercial Groups/For Profit
- 2.4.2. Field allocations for Tournaments and Events will be established on the following priority classifications:
- A. City sponsored or co-sponsored tournaments and events
 - B. Tournaments and events with two (2) or more years of consecutive use
 - C. New tournaments and events or those with less than two (2) years of consecutive use
- 2.4.3. Definition of Classifications
- A. “Non-Profit” shall be defined as an organization that has obtained a non-profit status and is registered as a non-profit business or corporation with the State of Washington and has maintained good standing with the State of Washington.
 - B. “Recreation” use shall be defined as programming which is open to all interested participants, not try-out based and is focused on fitness, health, and fun.
 - C. “Select” use shall be defined as programming which is try-out based and does not have open participation of all ability levels.
 - A. “Commercial” use shall be defined as any activity conducted in or on a City facility where monies are collected for the specific purpose of financially benefitting an individual, business or organization (non-profit organizations excluded).
 - B. Requests which are for uses other than the designated primary uses of a field will be considered based upon field availability, safety, and potential impacts.
- 2.4.4. In recognition that there are limited multi-use fields suitable for all sports, the following criteria will be used to establish fair and reliable allocation:
- A. *Historic Use*: Historic use will be a factor in field allocation. Two (2) years of consistent use will establish historical presence.
 - B. *Safety*: Safety of participants and general park users will be taken into consideration for field allocation. Some sports are compatible to use adjacent fields of split fields, some are not.
 - C. *Field/Facility Condition*: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of severe damage to fields.
 - D. *Users in Good Standing*: Payment must be up to date in accordance with the applicable payment schedule, requests have been received according to the scheduling calendar, and permit conditions have been consistently met.

2.5. Availability

- 2.5.1. The City of Burlington reserves the right to limit the amount of play permitted on sports fields. Weather and project needs can cause the opening and closing dates to fluctuate.
- 2.5.2. The City of Burlington reserves the right to suspend field availability at any time during periods of inclement weather and for necessary field maintenance or improvement projects.
- 2.5.3. City of Burlington facilities will not be available for use, even on a rental basis, by any group whose activities or programs, either by design or in fact, compete with activities, programs or events sponsored or co-sponsored by the City of Burlington.

2.6. In-Season Priority Schedule

- 2.6.1. Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

Usage	March - June	July - mid-November
Primary	Baseball/Softball; Ultimate Disc; Lacrosse	Soccer; Football
Secondary	Soccer; Football	Baseball/Softball; Ultimate Disc; Lacrosse
- 2.6.2. The Organizer is responsible for requesting fields/facilities appropriate for the age, size, and type of their activity or program. Activities/Programs which are too large (in dimension or in capacity) for a field/facility are a safety concern. Improper use may result in complete cancellation of an activity/program.

2.7. Performance History

The City reserves the right to limit or revoke field allocations/access based upon an Organizer’s performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the Organizer’s account.

2.8. Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured’s name is the same as the Organizer listed on the Athletic Field Use Application
- Minimum of \$1,000,000 General Liability Insurance and \$2,000,000 General Aggregate
- Name the City of Burlington as “Additional Insured” by Endorsement with coverage at least as broad as ISO Endorsement Form CG 20 26.
- Minimum of \$1,000,000 Participant Liability Insurance
- Property Insurance if storing equipment on city property
- Certificate Holder must be listed as: City of Burlington
833 S. Spruce Street
Burlington, WA 98233

3. ANNUAL FIELD ALLOCATION PROCESS

3.1. Timeline

- 3.1.1. Twice a year, the City of Burlington initiates its annual sports field allocation process for field user groups interested in reserving fields for the approaching season.
- 3.1.2. Fields are closed mid-November through February for rest and renovation.
- 3.1.3. If an organizer missed the formal application deadline, an application may still be submitted and will be considered after allocations are complete.

3.1.4. League, Camps/Clinics, and Single/Incidental Use Application Deadlines:

- Field use March-June Application deadline: 2nd or 3rd Friday of January
 - Roundtable allocation meeting last week in January
 - Allocation schedules announced 2nd or 3rd Friday of February
- Field use July-Nov Application deadline: 2nd or 3rd Friday of May
 - Roundtable allocation meeting last week of May
 - Allocation schedules announced 2nd or 3rd Friday of June
- Single/Incidental use may be reserved after allocation schedules have been posted for each season.

3.1.5. Tournament and Event Application Deadline:

- A. Tournaments and events may be scheduled up to one (1) year in advance to the date based on the following priority schedule:
- B. 1st Priority –Any City sponsored or co-sponsored tournament or event
- C. 2nd Priority – Tournaments or events with two (2) years or more of consecutive use and in good standing with the City.
- D. 3rd Priority – Any new tournament/event or those with less than two (2) consecutive years use. A limited number of “new” tournaments and events will be allowed and will follow the following allocation:
 - Up to two (2) new large tournaments/events. (Large is defined as utilizing both the east AND the west lobes of Skagit River Park playfields.)
 - Up to two (2) new medium tournaments/events. (Medium is defined as utilizing either the east OR the west lobes of Skagit River Park playfields.)
 - New small tournaments/events will be handled on a case-by-case basis based on availability, compatibility, and historical use.
 - Once the above limits have been met, all other “new” tournaments/events will be considered as part of the in-season priority schedule (refer to section 3.1.4).

3.1.6. Athletic Field Reservation Applications can be obtained at:

- City of Burlington website: www.burlingtonwa.gov
- Parks & Recreation Office: 900 E. Fairhaven Avenue
- Email to: bparks@burlingtonwa.gov

3.2. Grounds for Denial or Cancellation of Permit

- 3.2.1. The City reserves the right to deny a field allocation request to accommodate a City-sponsored or co-sponsored tournament or event.
- 3.2.2. Due to space limitations regarding parking and spectator capacity, some uses may not be reserved simultaneously.
- 3.2.3. A reservation request may be denied or a permit cancelled on the grounds that the Organizer has previously had a Facility Use Permit revoked by the City of Burlington or another jurisdiction for violation of permit conditions or failure to fulfill any use requirement by the established deadline including, but not limited to, the payment of applicable fees.
- 3.2.4. A reservation request may be denied or a permit cancelled due to poor or hazardous field conditions.
- 3.2.5. A Field Use Permit may be cancelled for failure to adhere to policies outlined in the City's Athletic Field Use and Reservation Policy, as presented herein, or as contained in the Burlington Municipal Code (BMC).

3.3. Application Requirements

3.3.1. The Applicant is responsible for requesting fields/facilities appropriate for the age, size and type of program. Programs which are too large (in dimension or in capacity) for a field/facility are a safety concern. Improper use may result in complete cancellation of a single use, a season's use, or more.

3.3.2. The following are required for application:

- A. Submittal of a the appropriate Athletic Field Reservation Application
- B. Certificate of Insurance and Additional Insured Endorsement
- C. Signed Athletic Field Reservation Application which includes statements regarding compliance with Gender Equity Act, Title IV, and Lystedt Law, when appropriate.

4. FIELD USER FEES

4.1. Field Use Fees

4.1.1. Leagues, Camps and Clinics, Single or Incidental Use

BASEBALL/SOFTBALL FIELDS SKAGIT RIVER & ROTARY	B-E SD Youth Non-Profit	Youth Organizations	Adult & Private	Commercial	Comments:
<u>Practice:</u> Rotary Park & Skagit River Park	No Charge	\$4/hr.	\$10/hr.	N/A	Minimum 2-hour rental; 45'-55', 60', 90' Base Paths available
<u>Games:</u> Rotary Park & Skagit River Park	\$6/hr.	\$8/hr.	\$20/hr.	\$25/hr.	

GRASS FIELDS	B-E SD Youth Non-Profit	Youth Organizations	Adult & Private	Commercial	Comments:
<u>Practice:</u> Jack Doyle Memorial, Rotary & Maiben Parks; Dike District & Whitmarsh Fields	No Charge	\$7/hr. Standard \$3/hr. Micro	\$14/hr.	N/A	Minimum 2 hour rental
<u>Games:</u> Standard Field (up to 75yds x 120yds)	\$12/hr.	\$14/hr.	\$28/hr.	\$30/hr.	
Micro Field (up to 20yds x 30yds)	\$4/hr.	\$6/hr.	N/A	N/A	Minimum 1 hour rental
Skagit River Park - Half East Lobe	\$385/day	\$450/day	\$900/day	\$965/day	
Skagit River Park - Half West Lobe	\$385/day	\$450/day	\$900/day	\$965/day	
Skagit River Park - East Lobe	\$765/day	\$895/day	\$1790/day	\$1920/day	
Skagit River Park - West Lobe	\$765/day	\$895/day	\$1790/day	\$1920/day	

4.1.2. Tournaments and Events

BASEBALL/SOFTBALL FIELDS SKAGIT RIVER PARK & ROTARY PARK	Youth Organizations	Adult & Private	Commercial	Comments:
Baseball Fields (Skagit River Park)	\$72/day/field	\$176/day/field	\$216/day/field	(4) diamonds - 60' Base Paths
Softball Fields (Skagit River Park)	\$72/day/field	\$176/day/field	\$216/day/field	(4) diamonds - 45' - 60' Base Paths
Baseball Fields (Rotary Park)	\$72/day/field	\$176/day/field	\$216/day/field	(2) diamonds - 90' Base Paths

FIELD RENTAL FEES				
SKAGIT RIVER PARK GRASS FIELDS	Youth Organizations	Adult & Private	Commercial	Comments:
East Playfields - Full Lobe	\$2150/day/lobe	\$2340/day/lobe	\$2800/day/lobe	Up to (10) standard fields
West Playfields - Full Lobe	\$2150/day/lobe	\$2340/day/lobe	\$2800/day/lobe	Up to (10) standard fields
East Playfields - Half Lobe	\$1075/day/lobe	\$1170/day/lobe	\$1400/day/lobe	Up to (5) standard fields
West Playfields - Half Lobe	\$1075/day/lobe	\$1170/day/lobe	\$1400/day/lobe	Up to (5) standard fields
Dike District Fields	\$390/day	\$430/day	\$515/day	Up to (2) standard fields

4.1.3. Field Prep Fees

Field Type	Initial Lining or Rotation (includes staff time & paint)	Field Relining (includes staff time & paint)	Field Lining Paint	Additional Staff Time
Baseball/Softball Field	N/A	N/A	\$40/case	\$40/hr
Grass Fields - Full/Mod Field	\$100/field	\$50/field	\$40/case	\$40/hr
Grass Fields - Micro Field	\$25/field	\$12/field	\$40/case	\$40/hr

4.2. Payments

4.2.1. Single/Incidental Use; Camps and Clinics

- A. Athletic Field Reservation Application is required
- B. Payment in full is due at time of reservation confirmation

4.2.2. Leagues

- A. Athletic Field Reservation Application is required
- B. 50% of field rental fees are due when final field allocation is approved
- C. Balance of field rental fees and applicable miscellaneous fees (portable restrooms, field linings, field lining paint, etc.) are due at the end of the season. Final payment will be due within 30-days of billing. Any credits will be applied to the final invoice.
- D. **Payments not received within a timely manner may affect a league's standing for the following year.**

4.2.3. Tournaments and Events

- A. Athletic Field Reservation Application for Tournaments/Events is required
- B. Security deposit is due at the time of reservation confirmation
- C. 50% of field rental fee is due 90-days prior to tournament/event date
- D. Balance of field rental fee and miscellaneous fees (portable restrooms, field lining paint, etc. are due within 30-days of billing.

4.2.4. Personal checks will **not** be accepted on behalf of a non-profit, for profit, or commercial organization. Checks must be issued by the associated Organizer.

4.2.5. **IMPORTANT: Late Payments will result in consequences up to and including cancellation of the current Field Use Permit and/or loss of priority for the following allocation year.**

4.3. Cancellation and Refund Policy

4.3.1. If City staff cancels or declares a safety closure or weather related "rain-out", the Organizer will either be refunded or not billed, whichever shall apply.

4.3.2. SINGLE/INCIDENTAL USE ; CAMPS AND CLINICS

- A. Cancellations received 30-days or more prior to reservation date: 50% of field rental fee refunded
- B. Cancellations received 29-days or less prior to reservation date: No refund
- C. No Shows: Organizer will forfeit field rental fee

4.3.3. LEAGUE FIELD USE FOR A SEASON

- A. If a coach or umpire determines a field is unplayable after being determined playable by Parks Department staff, Organizer must advise the Parks Supervisor, in writing, within 48-hours in order to receive credit or to arrange for rescheduling.
- B. Organizer must notify the Parks Supervisor in writing five (5) business days prior to the scheduled reservation date if they desire **to cancel** and receive a refund. Organizers who

do not notify the Parks Department Supervisor in writing within five (5) business days prior to reservation date will not receive refund and/or they will be billed for the field/facility use.

- C. **Changes** to an Organizer's Field Use Permit must be made in writing to the Parks Supervisor. Changes are **NOT** considered official until **written** confirmation from Parks Supervisor is issued.

4.3.4. TOURNAMENTS AND EVENTS

- A. Organizer will forfeit security deposit for cancellations received 90-days or more prior to reservation date.
- B. Organizer will forfeit security deposit and any associated fees for cancellations received 89-days or less prior to reservation date.

5. GENERAL FIELD AND FACILITY USE POLICIES

5.1. Gender Equity Act; Sudden Cardiac Arrest, Zackery Lystedt Law (Youth Sports Concussion and Head Injury Law)

In 2009, the Washington State Legislature passed the Zackery Lystedt Law (Youth Sports Concussion and Head Injury law), RCW 4.24.660 and RCW 28A.600.195. In 2015 the law was modified to include Sudden Cardiac Arrest, RCW 28A.600.195. Also in 2009, the Washington State Legislature passed the Gender Equality Bill for Community Athletics programs, RCW 49.60.505. The City of Burlington Parks and Recreation Department has a vested interest in ensuring not only that City programs operate within these laws, but also that athletic organizations using City facilities are operating within the same laws in their organizational practices. Annually, all Organizers must agree to meet the City's requirements as outlined below. Copies of the Zackery Lystedt Law and Gender Equity Act are available on the City's website at www.burlingtonwa.gov for organizations utilizing City facilities.

5.1.1. Zackery Lystedt Law, RCW 4.24.660 and 28A.600.195

All youth programs that use publicly owned facilities must be in compliance with policies for the management of concussions, head injuries, and sudden cardiac arrest in youth sports. Each youth sports group will need to comply with the following requirements:

- A. All coaches, athletes and their parents/legal guardians must comply with mandated notification and education for the management of concussions, head injuries and sudden cardiac arrest. All coaches (paid or volunteer) are required to be educated in the nature and risk of concussions, head injuries and sudden cardiac arrest prior to the first practice/competition.
- B. Athletes and their parents/legal guardians within organizations are required to annually be informed about the nature and risk of concussions, head injuries and sudden cardiac arrest.
- C. Leagues, coaches and parents/legal guardians are responsible to immediately remove any athlete from return to play until written clearance has been received by the league from a licensed health care provider trained in the evaluation and management of concussion/head injury.

5.1.2. Gender Equity Act, RCW 49.60.500-505

No city, town, county, or district may discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. A third party receiving a lease or permit from a city, town, county, district or a school district for a community athletics program also may not discriminate against any person on the basis of sex

in the operation, conduct or administration of community athletics programs for youth or adults. Organizations are required to comply with the City's Gender Equality Policy in the conduct and administration of community athletics programs for youth or adults.

5.2. Title IV, Civil Rights Act/Non-Discrimination

It is the City of Burlington's policy to ensure full compliance with Title IV of the Civil Rights Act of 1964 by prohibiting discrimination. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum application age) and retirement provisions, marital status, or the presence of any sensory, mental or physical handicap. Any person who believes his/her Title IV protection has been violated may file a complaint with the City of Burlington.

5.3. Authorized Agent

An Applicant representing an organization reserving a City facility is required to provide a letter from the organization specifically authorizing the individual to conduct business with the City of Burlington and signed by the individual listed on the business license, a titled officer or designated signatory. The Authorized Agent shall be the single point of contact for the City staff.

5.4. Bases/Goals

Bases and goals are included in field reservations.

5.5. Damages

The Organizer agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility which occurred in connection with the permitted activity and caused by Organizer, sponsoring organizations and/or attendees. Reimbursement for such expenses may be deducted from the Organizer's security deposit.

5.6. Equipment Storage

Field user groups may store equipment in City owned storage units/sheds as agreed upon in the Storage Space Agreement. Field user groups shall not bring any personal storage units/sheds or equipment onto City property without written permission from the City. Field user groups shall not keep in the storage space any explosive, hazardous or illegal substances, or any animal or pet. The storage space may not be sublet. The City is not liable for any loss or damage to field user group's property. The field user group shall provide the City with a Certificate of Liability Insurance with a provision for any property stored on the City's premises that shall be part of the Certificate of Liability Insurance and Endorsement listing the City as Additional Insured on the policy.

5.7. Facility Keys

If a facility key is checked out to an Organizer, the Authorized Agent must sign out the key from the Parks and Recreation Department. The key must not be duplicated. The key must be returned to the Parks and Recreation Department at the completion of use and will be noted as returned to the City. If an Organizer is found to be in possession of an unreturned key, they will be subject to disciplinary action up to and including permit revocation, effective immediately, and the cost of rekeying.

5.8. Field Lining – Grass Fields

Access to fields/facilities to line fields must be scheduled in advance with the Parks and Recreation Department. The following conditions have been agreed upon by current field user groups for the lining

of grass fields and shall be enforced unless an alternative has been specifically approved in writing by the Parks Supervisor or designee:

- A. Fields must be lined with approved athletic marking paint only
- B. Paint shall not be dispensed into the storm drain
- C. Lining must not “overline” other prepared lines without prior approval from the Parks and Recreation Department

5.9. Field Prep – Baseball/Softball

City staff will do initial field maintenance in preparation for the beginning of the season including establishing all painted foul lines. Organizers are responsible for maintaining all painted or chalked lines once the season begins. Organizers are responsible for raking infields after each use.

5.10. Garbage

The City provides garbage receptacles and dumpster(s) at most sports field locations. All Organizers are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the Organizer or their affiliated field users will be picked up by City staff with labor costs deducted from Organizer’s security deposit. Field users must pack-out their trash from locations where a City provided garbage receptacle is not available.

5.11. Hours of Use/Notice of Non-Use of Field

Fields may be accessed at 8:00am for warm-ups, but games may not begin until 9:00am. Teams and players may not be on the field at any time during field preparations or maintenance. Organizer’s must notify the Parks and Recreation Department to report any reserved times that can be released for general public use to other field use groups. Continued non-use of a reserved, permitted field may result in revocation of the Field Use Permit of the allocated field.

5.12. Pets and Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas. “No Pets Allowed” may be posted during larger tournament play.

5.13. Rainouts and Inclement Weather

City of Burlington staff will have final say on playfield playability and safety during inclement weather conditions. Once a field is officially closed, it cannot be used until reopened by the City. Closures may also result from poor playing conditions or a concern of potential damage leading to hazardous safety concerns or excessive repairs. Damage that is caused by excessive or improper use, or with disregard, may result in a field being closed until repairs are complete with the Organizer being assessed for the cost of repairs to return the field to playable condition.

For rainouts, closed fields will be signed as closed on-site by 3:00pm and Organizers will be notified by City staff *when time allows* by phone, email or text. Rainout information will be provided via the City website. Charges will not incur when the City rains-out field use. Once a field is prepped for use, rainout decisions are often then left to the Organizer, referee or umpire to make on-site. Organizers must notify the Parks Supervisor *within 48-hours* of the cancellation in order to avoid charges.

5.14. Subleasing Fields

When Field Use Permits are issued, a specific field is reserved for the Organizer to the exclusion of others. Organizers may not assign their scheduled time to other field users. Any such action will result

in the loss of field use and/or allocation privileges. Recognizing this exclusivity, Organizers should only reserve the fields they intend to use.

5.15. Turf Management/Facility Care

to insure the long-term health of City sports fields, the number of games/hours of use may be limited on a weekly or a seasonal basis. Without such limitations, the impact to City fields/facilities could be negative and long-lasting.

In-season field closures may occur if staff determines fields have deteriorated due to wear & tear or in cases of inclement weather such as rain, frost or snow. **In preparation for large tournaments, fields may be closed or not scheduled the entire week prior to the tournament date.**

It is the responsibility of all field users to protect the turf from excessive wear & tear. Organizers should rotate locations of training and of equipment including, but not limited to: ladders, cones, pitching practice, etc. Additionally, field users shall not use fences, bleachers or other amenities as targets for practice or warm-ups.

Fields cannot be modified, improved, dug into, repaired, wrongly use or modified in any way without prior written permission from the City's parks and Recreation Department. The cost of repairs to correct damage caused by an Organizer or their affiliated field users will be the responsibility of the Organizer. It is the responsibility of the Organizer to educate staff, volunteers, umpires, coaches, parents and visitors about monitoring players and their actions while using City fields/facilities.

6. RULES OF CONDUCT

6.1. Alcohol Consumption, Marijuana/Cannabis Use, Public Intoxication

Washington State law prohibits the consumption or use of alcohol or marijuana products in any form in public places, which includes all City of Burlington park facilities and parking lots. It also prohibits the opening of packages containing alcohol or marijuana products in any form. Please refer to RCW 66.44.100 and 69.50.445 for detail. A person who violates these sections is guilty of a class 3 civil infraction under chapter 7.80 of the RCW.

It is the Organizer's responsibility to make sure that no alcohol or marijuana products are present during their time of use. Those who are witnessed consuming alcohol or marijuana products, or who appear to be intoxicated will be asked to leave the premises. The Burlington Police Department may also be notified. If alcohol or marijuana issues persist with the same field user group, consequences may include the loss of current field reservations and future allocation privileges.

6.2. Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented and may result in disciplinary action to the Organizer. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

6.3. Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting neighboring residents, especially after late games.

Balls and/or any equipment thrown, batted, kicked, or otherwise propelled that land on private

property are not to be retrieved without permission of the property owner. Do not climb walls, fences or enter gates to gain access onto private property.

6.4. Inappropriate Behavior

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including, but not limited to, foul or offensive language shall not be used at any time during field use. The Burlington Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

6.5. Police Enforcement

If an Organizer refuses to comply with City's field use policies or to follow the directive of a City staff member, the Burlington Police Department will be notified for assistance. In cases of emergency or any matter requiring police response, field users should call 911.

7. SPECIAL EVENT PERMITS – TOURNAMENTS/EVENTS

- 7.1. A Special Event Permit is required for events/tournaments that are pre-planned, sponsored by a group or individual for the purpose of entertainment, competition, demonstration, celebration or other similar activity.
- 7.2. The City's Special Event Permit application should be submitted to the City of Burlington if one or more of the following applies to your tournament/event:
 - 7.2.1. Held on City owned property (street, park, trail, etc.) and may interfere with normal vehicular or pedestrian traffic and/or requires the use of City services.
 - 7.2.2. Involves selling or promoting of food/goods or services
 - 7.2.3. Requires use of city utilities (electricity/water)
 - 7.2.4. Involves overnight camping
 - 7.2.5. Involves amplified sound, public performance, musical event, play
 - 7.2.6. Involves the use of inflatables or other amusement rides
 - 7.2.7. More than 500-1,000 people in attendance or tournaments expecting 100 teams or more.
 - 7.2.8. Activity may be considered high-risk

8. MEASURE TO ENSURE ADHERENCE TO POLICY

8.1. General Guidelines

If an Organizer is found to be utilizing sports fields following the cancellation of their permit, the Organizer and affiliated participants will be asked to vacate the fields. Failure to do so will prompt police intervention and further disciplinary action. Refund of field rental fees shall follow the cancellation policy outlined herein.

Should fields become released due to violation of policy, other organizers shall be notified by phone, email or via website notification. Fields shall then be available on a first-come, first-served basis following an application period.